Commonwealth of Massachusetts

Executive Office of Public Safety Programs Division



Diversion/Disproportionate Minority Confinement Challenge Grant

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Introduction

The 1992 reauthorization of the Juvenile Justice and Delinquency Prevention (JJDP) Act of 1974 added Part E, State Challenge Activities, to the programs funded by the Office of Juvenile Justice and Delinquency Prevention (OJJDP). The Executive Office of Public Safety (EOPS) works collaboratively with the Governor's Juvenile Justice Advisory Committee (JJAC) to plan and implement appropriate Challenge programs. The purpose of Part E is to provide initiatives for developing, adopting, and improving policies and programs in 1 or more of 10 specified Challenge activities.

Two Challenge activities were chosen by a JJAC subcommittee to address Disproportionate Minority Confinement (DMC) through diversion. Section 223(a)(23) of the Juvenile Justice and Delinquency Prevention Act of 1974, as amended (Public Law 93-415), requires states to make efforts to reduce the proportion of minority juveniles detained or confined in secure detention facilities, secure correctional facilities, jails and lockups if such proportion exceeds the proportion such groups represent in the general population. The purpose of this Request for Response (RFR) is to solicit applications from eligible parties for funding under the JJDPA Challenge grant program.

Program Areas

The Commonwealth of Massachusetts is committed to addressing the issue of minority overrepresentation in its juvenile justice system. Based on recent reports completed by EOPS and the JJAC, the overrepresentation of minorities exists throughout the Commonwealth's juvenile justice system. The JJAC's DMC subcommittee developed an action plan, on behalf of the Commonwealth, that supports a pilot diversion program in Hampden County. A total of \$169,000 has been set aside for both Challenge Activities C and J, to support a pilot diversion program to address DMC in Hampden County.

Hampden County is the targeted area for implementing a pilot diversion program that will impact DMC and satisfy Challenge Activities C and J. Hampden County is a diverse area of the Commonwealth with 23 cities and towns consisting of small communities and dense urban centers. The cities of Springfield, Holyoke, Chicopee, and West Springfield have a significant juvenile crime problem and gang presence. Currently, resources available in Hampden County are impressive, but must be refined and enhanced to appropriately determine their effectiveness.

Examples of existing diversionary resources include, but are not limited to:

- Hampden County District Attorney's Diversion Program
- Court Referrals to the Department of Youth Services' (DYS) Forestry Program
- KEY Outreach and Tracking
- DYS' Day Reporting Center Supervision
- Department of Social Services (DSS) Diversion

• Community Risk Assessment Management (CRAM)

Activity C:

Increasing community-based alternatives to incarceration by establishing programs (such as expanded use of probation, mediation, restitution, community service, treatment, home detention, intensive supervision, and electronic monitoring) and developing and adopting a set of objective criteria for the appropriate placement of juveniles in detention and secure confinement.

Activity J:

To develop and adopt policies to establish:

- 1. A State administrative structure to coordinate program and fiscal policies for children who have emotional and behavioral problems and their families among the major child-servicing systems, including schools, social services, health services, mental health services, and the juvenile justice system.
- **2.** A statewide case review system with procedures to ensure that:
 - (a) each youth has a case plan, based on the use of objective criteria for determining a youth's danger to the community or himself or herself, designed to achieve appropriate placement in the least restrictive and most family-like setting available in close proximity to the parents' home, consistent with the best interests and special needs of the youth;
 - (b) the status of each youth is reviewed periodically, but not less frequently than once every 3 months, by a court or by administrative review to determine the continuing necessity for and appropriateness of the placement;
 - (c) with respect to each youth, procedural safeguards will be applied to ensure that a dispositional hearing is held to consider the future status of each youth under State supervision, in a juvenile or family court or another court (including a tribal court) of competent jurisdiction, or by an administrative body, appointed or approved by the court, not later than 12 months after the original placement of the youth and periodically thereafter during the continuation of out-of-home placement; and
 - (d) a youth's health, mental health, and education record is reviewed and updated periodically.

To reduce disproportionate minority confinement, community agencies must work collaboratively to address the causes by enhancing prevention and diversion programs and expanding alternatives to secure detention and corrections—particularly in minority neighborhoods. Local initiatives involving families, neighborhoods, and community-based agencies that serve minority youth, should be developed and implemented. Policies, legislation, and practices must be reviewed and, as necessary, corrected to ensure that race, ethnicity, and gender do not impact the decision to detain or incarcerate. Detention and placement decisions should be based on behavior and consideration of prior history.

Statement of Need

In order to determine the program's effectiveness and to track the impact on minority overrepresentation in the juvenile justice system, a comprehensive system for data collection and analysis must be implemented.

In order to maximize the resources in Hampden County, a thorough assessment of all current services must be completed and policies developed that will establish a coordinated system of services for children, youth, and families. To ensure equitable decision-making regarding service delivery or diversion, a standardized assessment instrument must be established.

A coordinator, who is impartial and non-affiliated with involved agencies, must be hired to conduct the assessment of the county's current resources and needs. The coordinator must develop the standardized assessment instrument, develop a data collection system for the program, and develop policies regarding a comprehensive and coordinated service model for children, youth, and families, including case management and review.

Performance Expectations

The Diversion Coordinator for Hampden County will be responsible for assessing the current resources for youth and families within the county. The program will target all at-risk youth and families within the county for the purpose of diverting the youth from the juvenile justice system. The Coordinator will collaborate with all local and state agencies to conduct the comprehensive resource and needs assessment. Collaborating agencies may include, but are not limited to, local police departments, school systems, juvenile probation departments, Springfield Juvenile Court, Hampden County District Attorney's Office, Hampden County Sheriff's Department, the Department of Youth Services (DYS), the Department of Social Services (DSS), and private, non-profit youth-serving agencies.

The coordinator will develop policies and procedures regarding comprehensive and coordinated interagency service delivery, referral, and review. The policies will contain a plan for combining and enhancing current resources, identification of current gaps in service, and recommendations of current service needs. The interagency service delivery system will include case assessment and planning, implementation of services, and case management, as a form of diverting youth from overcrowded residential facilities.

To ensure uniform and appropriate decision-making, a standardized assessment/referral instrument must be designed to guide the planning and referral process. Each case will be reviewed periodically to ensure that the services are appropriate and necessary. The instrument must be reviewed and approved by EOPS, prior to implementation. A detailed description of the data collection system, and type of data to be collected should be included in the application narrative.

The Diversion Coordinator will collect and analyze appropriate data to evaluate the program and assess its impact on minority overrepresentation in the juvenile justice system. An additional responsibility includes periodic contact with involved agencies listed above. The intent of this program is to assist the Commonwealth in fulfilling its action plan to address DMC.

Additional support for the program, or program modifications, may occur at a later date depending upon the results of intensive DMC technical assistance, provided by OJJDP, to the Commonwealth. It is anticipated that the project period will be for 12 months (2nd year of funding is anticipated , depending on past progress), with more specific information regarding program implementation available once the resource/needs assessment and policy recommendations are completed.

Goals/Objectives

- □ To ensure more appropriate placements and to streamline existing services for youth in order to avoid duplication or unnecessary services within Hampden County
- □ To provide a variety of family-focused, community-based services, in a uniform and cost-effective manner, throughout Hampden County.
- □ To establish a policy for addressing the needs of troubled and at-risk youth in Hampden County in a coordinated and comprehensive manner.
- □ To implement an effective case-management system in Hampden County that ensures that a youth's case receives prompt attention and that appropriate services are assigned.
- □ To establish a standardized, objective assessment instrument to develop individualized family and youth service plans; appropriate placement of juveniles in detention and secure confinement will also be realized.
- □ To maximize communication and information-sharing among Hampden County's local and state agencies involved with youth and families.
- □ To collect comprehensive, race-related data to determine the diversion program's impact on DMC in the juvenile justice system.
- □ To establish community-based alternatives to incarceration for adjudicated youth in Hampden County.

To ensure the incorporation of these principles into the planning process, planners should follow six steps:

- Organize the plan by identifying the problems, establishing criteria, and gathering data.
- □ Assess the needs of the Hampden County juvenile justice system and the juvenile offenders it serves.
- □ Obtain public input and support.
- □ Establish policies and develop a plan.
- □ Implement the plan by developing a program, revising policy, and training staff.
- Monitor outcomes.

Components of the Challenge Activities Program Application

A plan to reduce juvenile crime and overrepresentation of minorities within the juvenile justice system must address the purpose area(s) chosen and the following components must be completed:

- 1. **Program Description** (2 page limit) Provide a short narrative description of the proposed project. This summary should include:
- □ A description of the activity(s) to be carried out;
- □ The purpose of the proposed activities;
- □ The anticipated number of clients the project will serve;
- ☐ The number and type of staff to be supported with the requested funds.

2. **Justification** (2 page limit)

A description of the current situation and needs assessment; and data that identifies the scope of the existing juvenile crime problem within Hampden County.

3. Goals & Objectives (2 page limit)

Goals – Your goals should state, in general terms, what you hope to accomplish with the grant. In stating your goals, be careful to describe the desired end and not the means to the end. That is, goals should represent the intended results of your initiative and not the programs or activities you will implement to achieve those results.

Objectives - Identify the specific operational objectives associated with the goals of your program. These objectives should include measurable results related to your overall goals. State your objectives in concrete terms. **Specify who or what will change, by how much, and over what period of time.** The more specific your objectives are, the easier it will be to tell if your program has achieved them.

- 4. **Implementation Plan and Timeline** (1 page limit) This section should provide a detailed description of the basic project operations. For each objective, please provide the following information:
- □ A detailed description of the activities to be carried out;
- □ Identification of project personnel involved and their duties; and
- □ A description of how long it will take to complete each activity with specific start and end dates.
- 5. **Evaluation** (1 page limit) List the criteria and methods by which the success of the program will be assessed and timetable for the evaluation.
- 6. **Budget Narrative** (1 page limit) and **Budget Formulation Worksheet** The budget items must correspond to the activities in the narrative. All funds must be expended within the purpose areas.
- 7. Certifications Regarding Lobbying, Debarment, Suspension, Other Responsibility Matters and Drug-Free Workplace The certification must be signed by an authorized official and attached to the grant application.

Grantee Responsibilities

Funding for your program will be contingent upon your compliance with subgrant conditions and the following:

- □ Your capacity to provide ongoing evaluative results of project activities;
- □ The satisfactory and timely completion of quarterly reports, which are due to the EOPS Programs Division no later than fifteen (15) days after the end of each quarter. The report forms will be provided to grantees at the time of the award announcements. These reports are designed to measure progress in meeting goals, objectives, and the expenditure of funds. It is imperative that quarterly reports be submitted on or before the specified due dates. Grantees will not receive payment for expenses until the EOPS Programs Division has received all reports; and
- □ Your cooperation with EOPS Programs Division staff in their conducting of monitoring site visits and surveys. These surveys will be designed to evaluate the progress of your Challenge Activity programs and enable the EOPS Programs Division to learn about successful endeavors.

Project Period

October 1, 2000 to September 30, 2001

Juvenile Justice Advisory Committee (JJAC)

The JJAC's DMC Subcommittee meets on a quarterly basis and will be responsible for the funding and monitoring of this pilot program under Challenge Activities C and J. The Subcommittee will report to the full JJAC at each scheduled JJAC meeting. The Subcommittee will review proposals and make funding recommendations to the full JJAC. EOPS and the full JJAC will make the final decision, based on the Subcommittee's recommendations, for awarding the Challenge grant funds.

Application Deadline and Submission Requirements

Applications must be submitted using the format set forth within this grant application packet. Please note that the signed Certifications Regarding Lobbying, Debarment, Suspension, Other Responsibility Matters, and Drug-Free Workplace must be attached to your grant application. An Original and Two Copies of the application must be received no later than 5:00 PM on Friday, September 22, 2000. (POSTMARKS WILL NOT BE ACCEPTED)

All applications must be mailed or hand delivered (no faxed or E-mailed applications will be accepted) to:

Executive Office of Public Safety-Programs Division
One Ashburton Place, Suite 2110
Boston, MA 02108
Attention: Amy Dickert, Juvenile Justice Program Coordinator

Questions?

Please contact:

Amy Dickert, Juvenile Justice Program Coordinator Phone: 617-727-6300 x25337

E-mail: amy.dickert@eps.state.ma.us

Executive Office of Public Safety Challenge Grant DMC Diversion Pilot Program

1. Applicant:	
Address:	
2. Agency:	
3. Financial Officer: Name	
Address:	
Telephone	Fax:
4. Grant Period: October 1, 2000 th 5. Project Director: Name	
Title:	
Address:	
Telephone:	Fax:
e-mail:	
6. Federal award amount reques	ted:

1. Program Description (two pages)				
	9			

2. Justification (two pages)		
	10	

3. Goals and Objectives

<u>Goal #1:</u>		
Objective #1:		
Objective #2:		
Objective #3:		
<u>Goal #2:</u>		
Objective #1:		
Objective #2:		

Goals and Objectives (cont.)

Objective #3:		
Goal #3:	 	
Objective #1:		
Objective #2:		
Objective #3:		

4. Implementation Plan and Timeline (one page)				
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5. Evaluation Plan (one page)	
14	



Budget Formulation Worksheet

CATEGORY	FEDERAL	МАТСН	TOTAL
Personnel			
Fringe			
Contract Services			
Travel			
Office & Administrative Expenses			
Equipment			
Indirect Costs			
Other Expenses			
Total Expenditures			

• Please provide budget narrative and breakdown for each line item above.